

## NOTICE OF PUBLIC MEETING & AGENDA

### TRAFFIC SAFETY COMMISSION

7:00 p.m., Monday, August 8, 2011

Public Safety Building, 401 E. Third Street, Newberg, OR

*"Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community."*

1. **PLEDGE OF ALLIEGENCE:**

2. **CALL MEETING TO ORDER:**

- A) Review and approve minutes of July 11, 2011

3. **COMMUNICATIONS FROM THE FLOOR:**

4. **NEW BUSINESS:**

- A) TSC-11-022: Edwards, between First & Second Streets, Limited Parking Request
- B) TSC-11-023: Eleventh Street at Scott Leavitt Park, Speed Zone Request
- C) TSC-11-024: E Ninth Street (#803) Alleyway Access, One-way traffic consideration
- D) TSC-11-025: Letter from Bill Burnett regarding parking on Foothills, near the College Street intersection

5. **OLD BUSINESS:**

- A) Traffic Safety Ordinance review and recommendation
- B) ACTS Oregon Mini-grant

6. **STAFF REPORTS - GENERAL INFORMATION:**

- A) Police Update
- B) Engineering update
- C) Log of Decisions

7. **ADJOURN TO NEXT MEETING:** September 12, 2011

**ACCOMMODATION OF PHYSICAL IMPAIRMENTS:**

*In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical accommodations you may need as far in advance of the meeting as possible, and no later than 48 hours prior to the meeting. To request these arrangements, please contact the city recorder, at (503) 537-1283.*

For TTY service please call (503) 554-7793

Posted: August 2, 2011

**TRAFFIC SAFETY COMMISSION MINUTES**  
**7:00 p.m., Monday, July 11, 2011**  
**Public Safety Building, 401 E. Third Street, Newberg, OR**

*"Mission Statement: To give the citizens of Newberg a forum to voice traffic safety concerns, evaluate related issues, provide a liaison with the City and promote traffic safety within the community."*

**CALL MEETING TO ORDER**

Chair Neal Klein called the meeting to order at 7:00 PM.

**ROLL CALL**

**Members**

**Present:** Neal Klein, **Chair**      Lesley Woodruff, **V. Chair**      Doris Brandt      Karl Birky  
Shannon Eoff      Ron Johns

**Members**

**Absent:** James Oravetz (excused)      Ronald Sult (excused)  
Dianna Cotter (unexcused)      Josi Fettig (unexcused)

**Staff**

**Present:** Brian Casey, Police Chief      Paul Chiu, Senior Engineer  
Mary Newell, Support Services Manager      Jennifer Nelson, Recording Secretary

**Ex Officio**

**Present:** Mayor Bob Andrews

**Others**

**Present:** Donald Callas and David Jeffery

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**APPROVAL OF MINUTES**

A) Review and approve minutes of June 13, 2011

**MOTION #1: Brandt/Johns** to approve the Traffic Safety Commission Minutes for June 13, 2011. (6 Yes/0 No/3 Absent [Cotter, Oravetz, Sult]) Motion carried.

**COMMUNICATIONS FROM THE FLOOR**

None.

**NEW BUSINESS**

A) TSC-11-020: College-Sheridan Crosswalk Request  
TIME – 7:02 PM

Mr. Paul Chiu, Senior Engineer, presented the staff report (see official meeting packet for full report).

Mr. Donald S. Callus spoke of the many accidents he has witnessed in the area since he has lived there and of this area being a transition zone between urban Newberg and rural Newberg. His concerns are for the visibility of pedestrians and bicyclists and their ability to cross safely with the competing with the traffic and congestion occurring at this intersection. He said he spoke with city staff and their concerns this will convey the idea that vehicles only need to stop for pedestrians crossing at a painted crosswalk; but, he and his wife are concerned someone will be killed here since there have already been serious injuries. The requested this crosswalk painting to give people a safe way to get across College Street while walking or riding their bicycles on Sheridan Street.

Commissioner Lesley Woodruff asked if he has observed people crossing more on the north or south side of Sheridan Street across College Street. Mr. Callus replied more on the south side.

Staff recommended a traffic study be conducted with a request to the Oregon Department of Transportation (ODOT) to provide a report as well since the traffic is coming from 99W. He will report back in October with more information.

B) General Traffic Order: Temporary Street Closures for "*Tunes on Tuesday*"  
TIME – 7:13 PM

<b>MOTION #2: Brandt/Birky</b> to approve a general traffic order. (6 Yes/0 No/3 Absent [Cotter, Oravetz, Sult]) Motion carried.
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## **OLD BUSINESS**

A) TSC-11-006: Main-North Crosswalk Request  
TIME – 7:14 PM

Mr. Chiu presented the staff report (see official meeting packet for full report).

Mayor Andrews asked if the \$3,500.00 estimated of costs included a paved shoulder or just the installation of the sidewalk. Mr. Chiu the \$3,500.00 is just to make a connection with the existing sidewalk at both locations needed; it would cost \$7,000.00 to \$8,000.00 for everything, including the paving with asphalt, concrete, and Americans with Disabilities Act (ADA) access ramps.

Mr. Dave Jeffery owns the old stone church on Main Street and renovated this into a wedding chapel and conference center after purchasing. He had not noticed how much traffic runs through there until he started having events and heard complaints about guests trying to get back out onto Hwy 240 having a difficult time. He said there is sidewalk on both sides with no ADA access, the west side is at street level, and there is less than three feet of gravel between the sidewalk and pavement. He expressed appreciation for the recognition up to the State level regarding the issue, although he was surprised the State report did not think there was that much traffic there.

Chair Klein asked who he sees using this intersection the most school: children or customers. Mr. Jeffrey replied he does not hold events that require street crossing and spoke of foot traffic both north and south on 4<sup>th</sup> Street to Illinois Street with school kids and people cutting through from Morton Street. Mainly he has seen a problem with pulling out because of the curbs there being challenging; if there are pedestrians present, it is even more challenging to pull out.

Commissioner Woodruff added the Chehalem Park and Recreation District (CPRD) Armory is located further west of there and pedestrian traffic may be caused by people going to and from events there.

Commissioner Karl Birky stated both requests heard this evening regarding crosswalks were reasonable, however, we do not know if marking a crosswalk makes it safer or not. He referred to a book stating “marking a crosswalk is a relatively ineffective safety measure and may raise the pedestrians’ crash risk.”

Commissioner Shannon Eoff said she felt a crosswalk might be good here because the west side is not a corner and drivers may not stop for pedestrians in the middle of the block and people coming out from an event there may be the drivers’ only cue to stop.

Commissioner Ron Johns asked who is crossing the street since most people attending the event are not parking on the other side; he wanted to know who would be complaining about this. Mr. Jeffery stated they have not had large enough events to utilize or observe off-street parking; most parking is on the west side and in the back of the church. Commissioner Johns asked if he would be expecting to hold larger events there that may require crossing. Mr. Jeffery said they do intend to hold larger events but his concerns were not as much for our activities as they are because of their surprise at the huge amount of traffic there without a crosswalk. He spoke of when the approach to Illinois Street was redone and a diagonal crosswalk being placed there, but no crossing for Hwy 240. He added his experiences as a school bus driver in this area and other drivers not stopping even when the lights are engaged. He did agree there would be an advantage in the future for the building he owns to have a crosswalk. Commissioner Johns spoke of research showing pedestrians feel safe with a crosswalk and just walk and there can be a higher rate of accidents as opposed to unmarked crossings. He wondered if the State considers this a crosswalk area because there is an intersection.

Chair Klein said he shared the opinion this would be like putting a band-aid on tumor and did not think it would be the fix needed here. He was concerned it may actually create a more dangerous situation for the pedestrian that just walks out there thinking they have the right of way and the cars coming around the curve. He would agree to put in a crosswalk only if it could be done right with the addition of flashing lights, ADA access, etc. He is not in favor of installing a crosswalk now because the city cannot afford to do it at this level and the risk would be too high otherwise.

Mayor Andrews asked staff if installing the crosswalk would also require signage to advise drivers to look ahead. Staff replied this was correct and signage would be required.

Commissioner Eoff suggested avoiding the costs of paving by installing signs around the corner to warn drivers of pedestrians ahead.

Commissioner Woodruff stated she also would like to see a crosswalk package of maybe three or four different items combined to create a safer situation for anyone trying to cross and making them visible. She did not think a small temporary fix would be the answer to this problem.

Mr. Jeffery mentioned the City may already be liable if something happened since the situation was brought to their attention and since the State has already agreed to it he said he would be willing to write a check for \$4,000.00 to cover half of the costs if the City would pay for the other half. Chair Klein stated he sees the City’s liability going both ways if they provide a crosswalk and false sense of security and someone gets hurt there and he just wants to make sure it gets done the right way. He is also concerned for putting a statement out there to other businesses that crosswalks and stop signs can be installed anywhere when it may not always be the best solution for the problem.

Commissioner Birky added the letter from ODOT says every intersection is a legal crosswalk and wondered if marking it really makes a difference; he is not saying the law makes it safe or less safe, but it is not our job to say how to spend City money – that is up to City Council. He said we can work with ODOT to do this and cannot even put up signs without their permission. He said he is comfortable going either way in this matter.

Mayor Andrews thanked Mr. Jeffery for his generous offer and said they will take it into consideration. Chair Klein said he also appreciated Mr. Jeffery's gesture and he understands this means a lot to him; but, if they want to move forward with some type of agreement it is more important to do it right, involving ODOT and seeing if they would be willing to contribute anything, especially if we already have an offer of half right now. He also added if drivers are not driving at the suggested speed limit now then we may be putting a pedestrian out in front of those vehicles without enough time to stop. He said this will be a work in progress that should start with speaking with ODOT again and possibly working this into next year's budget since there is not funding in the current budget for this.

Commissioner Eoff suggested asking other entities like the Chamber of Commerce to consider contributors for funding since this is a pro-business decision.

Mr. Chiu spoke of conversations he has had with Mr. Jeffery about funding challenges and creative funding and he appreciates his offer to fund up to half of the project. He said he can go back to ODOT and talk to them about the pedestrian program to see if they may have any funding out there to help with this; he warned everyone there has been significant cuts to ODOT's budget as well so it may be difficult, but he will try his best. Mr. Callus added enforcement and education of drivers also needs to be considered along with this process. Chair Klein said he will table the matter for the next four or five months and will bring it back for discussion after talking with ODOT and communicating to the Chamber of Commerce and others for ideas, funding mechanisms, or grants available to make this happen the right and most effective way.

## **STAFF REPORTS - GENERAL INFORMATION**

### **A) Police Update**

Police Chief Brian Casey discussed an email received regarding traffic issues at the 99W Drive-In Theater gave updates on discussions and possible solutions being considered. Discussions followed regarding use of the back entrance, right-of-way dedication from Portland General Electric (PGE), not selling tickets to people parked in line on the roads, people ignoring the signs to turn off their lights when leaving the movie at the suggested back entrance, and if opening earlier would avoid the problem or just start the queuing earlier as well.

Chief Casey continued to report last month as the busiest in last twenty years with an accidental discharge of a gun, an officer involved shooting in Dundee, a DUII rollover accident, a fatal ATV accident, and a DUII related accident involving five children. He reported a successful half-marathon event in Dundee and preparations being made for the Special Olympics and the Old Fashioned Festival. Mayor Andrews commented on the situation where the man wounded by the accidental gun discharge sent a complimentary email to the City thanking the officers involved and commending the services of the police department and everyone involved.

Commissioner Woodruff asked about the speed trailer that has been on Blaine Street by Memorial Park for about three weeks now and if it is in preparation for the Old Fashioned Festival. Chief Casey said he did not have the schedule in front of them for the speed trailer locations but it could be because of upcoming activities and the fact the speed limit is only 15 mph there and a lot of cars speed up and down there; hopefully the reminder will have some impact there.

### **B) Engineering Update**

Mr. Chiu had some additional comments about the drive-in theater and future plans to extend to Springbrook Road and previous contacts with PGE for possible partitioning of the property. He reported they are working with Frontier Communications on some utility relocation as part of the Crestview Drive improvement project through the Oxberg neighborhood and eventually that section will have sidewalk, curbs, and two compact roundabouts before finally connecting to Hwy 99W at Providence Drive. They are trying to work with the

railroad company to schedule the installation of pedestrian crosswalk paths as well with the intent to be completed this year.

Mayor Andrews asked about the area on Crestview Drive, just east of Springbrook Road and when it is scheduled for paving. Mr. Chiu said it is currently gravel road and Springbrook Properties will be doing this when they develop their parcels as a condition of improvement to be fully paved with curb, gutter, and sidewalk.

C) Items from Commissioners

Chair Klein gave an updated version of the rules and regulations for the Traffic Safety Commission (TSC) to be going to Council and asked the commissioners to read and review this for discussion with the City Attorney at the next meeting.

Commissioner Woodruff asked about the recent decision by the Council regarding Habitat for Humanity and alley way access. She felt the TSC could have been included in on this process for suggestions or recommendations so informed decisions could be made about traffic issues such as this so the TSC does not have to always play the reactive role of fixing problems that may have been avoided in the planning stage. Discussions followed regarding a way to have a check off on items in the planning stage or having a representative attend Planning Commission meetings before it moves onto Council. Mayor Andrews said this issue did come up during the discussion on this item and Council is aware of the TSC's role in making the decisions and a way to do this needs to be discussed through the Mayor's Cabinet.

Ms. Mary Newell, Support Services Manager, reported she reserved a booth for the City at the Newberg Farmers' Market for Tuesday, August 2, 2011, from 1:00-5:00 PM. They will be handing out helmets and lights; they are hoping to have the Chehalem Heritage Trail map available, someone from The Bike Shoppe may be there to talk about bicycle maintenance or to conduct a demonstration and other things. She also reminded everyone to be thinking about the mini-grant and to get ideas flowing for the August meeting since the application needs to be submitted in early September. Chair Klein suggested brainstorming some ideas via email so a list can be placed on the next agenda to be discussed.

Mayor Andrews spoke of a Town Hall meeting being held by Representative Kim Thatcher tomorrow at 7:00 PM here in the PSB.

Commissioner Woodruff asked about the term of the student commissioner. Mayor Andrews replied it does end in August and the current student representative has expressed interest in being considered for reappointment. He said they need to review the specific conditions for the student commissioner and possibly open the position to accept other applications and Ms. Fettig may be able to fill the position until a replacement is found.

**ADJOURN TO NEXT MEETING**

The meeting adjourned at 8:24 PM until August 8, 2011.

**Approved** by the Newberg Traffic Safety Commission this 8<sup>th</sup> day of August, 2011.

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**Jennifer L. Nelson**  
**Recording Secretary**

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**Neal S. Klein**  
**Traffic Safety Commission Chair**



## MEMORANDUM

PUBLIC WORKS DEPARTMENT  
Engineering Division

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132  
Tel 503.554.7705 • Fax 503.537.1277

July 29, 2011

To: Newberg Traffic Safety Commission  
Cc: Dain Eichel (Interim PW Director), Brian Casey (PD Chief), Mary Newell (PD Support Services Manager)  
From: Paul Chiu, PE, Senior Engineer *PCA*  
RE: TSC-11-022 \Request for a Limited Parking on Edwards Street

Ms. Sandy Dormer has been in business for many years as the owner of Dormers Embroidery at 112 S. Edwards Street in downtown Newberg. She sent the following email to a City staff on July 18, 2011 and requested a limited parking on Edwards Street:

From: Sandy Dormer  
Sent: Monday, July 18, 2011 5:44 PM  
To: Mary Newell  
Subject: Loading zone  
Importance: High

Mary-

My parking situation for my Customers is becoming extremely difficult. I am allowed 2 - 15 minute spaces in Ray Hopp's parking lot – Depending upon the time of day – it can get fairly busy here with Customers running in to pick up orders.

The parking space directly outside the entrance to the shop, on Edwards Street would be a perfect spot for a "Loading" zone for my Business. Currently a very large, long pick-up parks there. His vehicle is so long – it actually impedes entrance into Ray's lot at times.

I would like to request a designation of a 20 minute load/unload zone there. I make Highway signs, and can produce the appropriate signage for this. I have 12" X 18" Reflective metal signs with 2 mounting holes. I cannot, however, provide the post for the sign.

Does this seem like a possibility? Our neighbor, Impact, is a very nice guy. He has a lot of clients at 2 particular times of day – and fills all of the available spots on the street. Hopps Insurance had me make some signage – because usage of that lot is being abused – and he has many older clients, who are being forced to walk from a block away to get to Ray's.

I'm Happy IMPACT is doing well – and I want to stay on good terms with my Neighbors. I see this as a helpful solution. Please advise.

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TSC-11-022\_Edwards betw 1st-2nd\_Parking Issue

Engineering staff visited the site in response to the parking request. The parking situation on South Edwards Street between First and Second Streets was reviewed on the basis of local business needs. Photos that were taken on July 27, 2011, are included below next to a street map where Edwards Street is highlighted in yellow.



Apparently the Dormer's business needs a loading and unloading area for its customers. The first parking space on the east side of S. Edwards Street, immediately south of the east-west alley between First and Second Streets would be suitable for a short term parking or a high turnaround. 15 minute or 2 hour parking limits are common for curb side parking in the downtown area. Circled on the map, this space is recommended for a 15 minute parking restriction. Please contact staff if you have any questions or comments. Thank you.

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## MEMORANDUM



PUBLIC WORKS DEPARTMENT  
Engineering Division

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132  
Tel 503.554.7705 • Fax 503.537.1277

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July 22, 2011

To: Newberg Traffic Safety Commission  
Cc: Dain Eichel (Interim PW Director), Brian Casey (PD Chief), Mary Newell (PD Support Services Manager)  
From: Paul Chiu, PE, Senior Engineer *PCA*  
RE: TSC-11-023 \Scott Leavitt Park at 1310 E. 10<sup>th</sup> Street, Newberg

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Traffic Safety Commissioner, Ms. Lesley Woodruff, sent the following email to a City staff on July 20, 2011 and requested that the speed limit on 11<sup>th</sup> Street be raised from 15 MPH to 25 MPH for reasons that were indicated in the email:

-----Original Message-----

From: Mary Newell

Sent: Wednesday, July 20, 2011 4:50 PM

To: Paul Chiu

Subject: FW: Habitat house and alleyway (TSC-11-022)

This was from Leslie, via Neal Klein.

Also, I have an agenda item to add for our August meeting. The speed zone on 11th by Scott Leavitt park is 15mph and I think it's worth discussing raising that speed up to a normal residential speed of 25mph. All the houses are vacant along that stretch in anticipation of the bypass, so there is very little if any foot traffic. I understand that the road still runs along the park and there is the possibility of kids chasing balls into the street, but it also seems like good customer service to the driving public to eliminate an unnecessarily low speed limit.

Lesley

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TSC-11-023\_11th Street\_Scott Leavitt Park\_Speed Zone Request



Engineering staff performed a preliminary review of the request. Memorial Park at 411 S Howard Street is another park that has an adjacent City street (Blaine Street) posted with a speed limit of 15 MPH. Staff would recommend that the speed limit remains unchanged at this time. This provides a consistent message for driving at a lower speed adjacent to City parks.

Should Traffic Safety Commission desire to reconsider raising the posted speed at Scott Leavitt Park, a speed study will be performed. Please contact staff for any questions or comments. Thank you.

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## MEMORANDUM



PUBLIC WORKS DEPARTMENT  
Engineering Division

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132  
Tel 503.554.7705 • Fax 503.537.1277

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August 1, 2011

To: Newberg Traffic Safety Commission  
Cc: Dain Eichel (Interim PW Director), Brian Casey (PD Chief), Mary Newell (PD Support Services Manager)  
From: Paul Chiu, PE, Senior Engineer *PAC*  
RE: TSC-11-024 \Review the alleyway access for 803 East Ninth Street

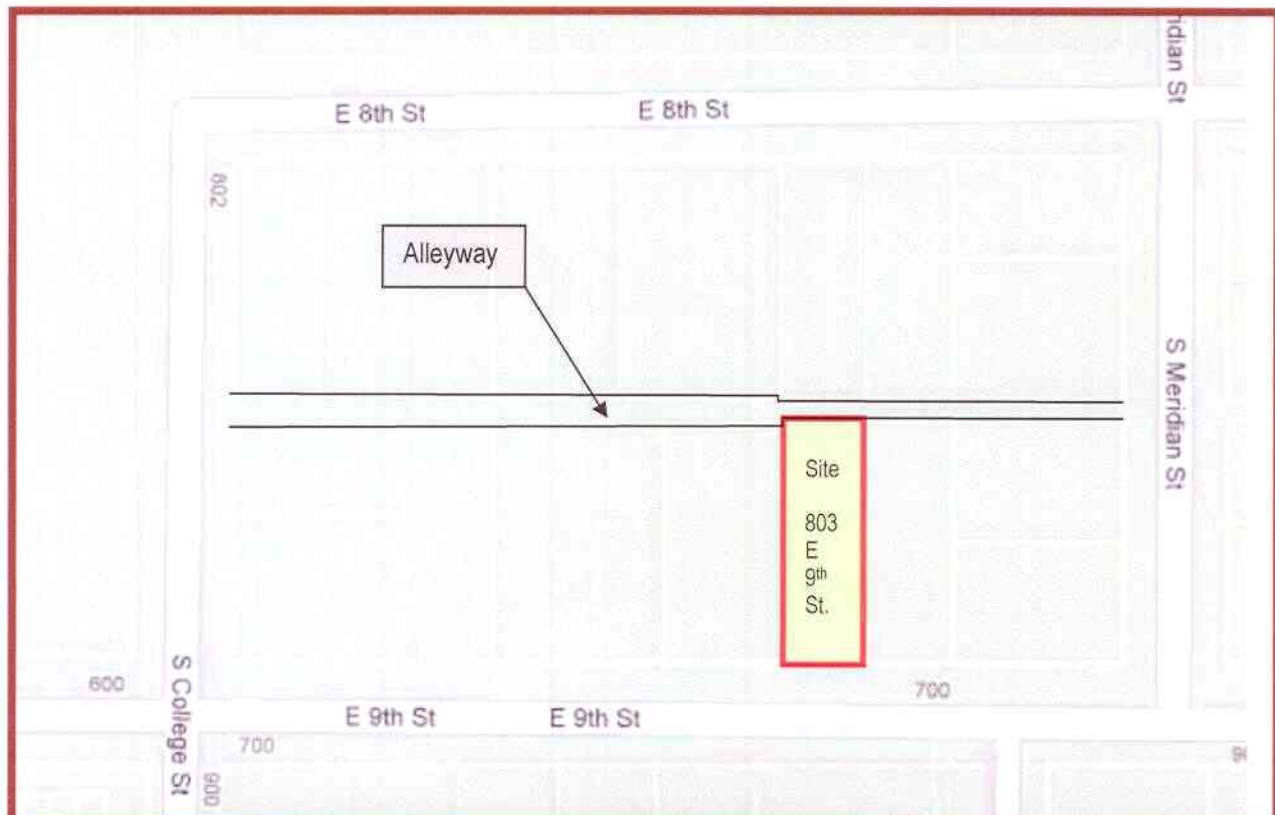
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Newberg Area Habitat for Humanity (HFH) filed an application with the City for partitioning an existing lot at 803 E. Ninth Street in order to create a north parcel for a new single family house and use the alley as its primary access. The Newberg Planning Commission and the City Council apparently found the proposed partition in compliance with the City Development Code. However, concerns were raised on access management. On July 21, 2011, the City Manager forwarded the City Council's request, by motion, for the Traffic Safety Commission to discuss any further needs to establish a one-way designation for the alleyway access.

The alley west of the proposed site has a 20 foot width deeded to the City but only a 12 foot width was platted east of it. Please see the attached HFH development plan. (Note: documents from City Planning Division are included as electronic attachments. Printed hardcopies are available only upon request.)

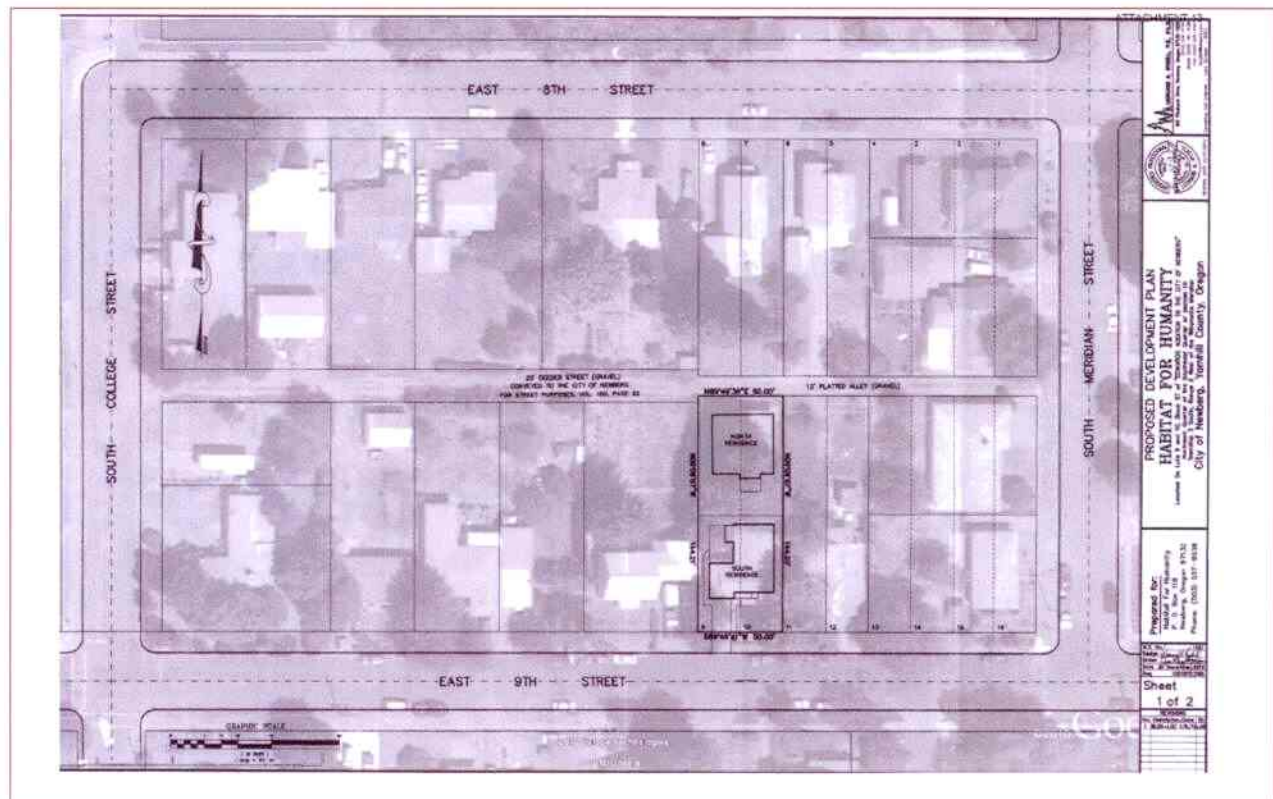
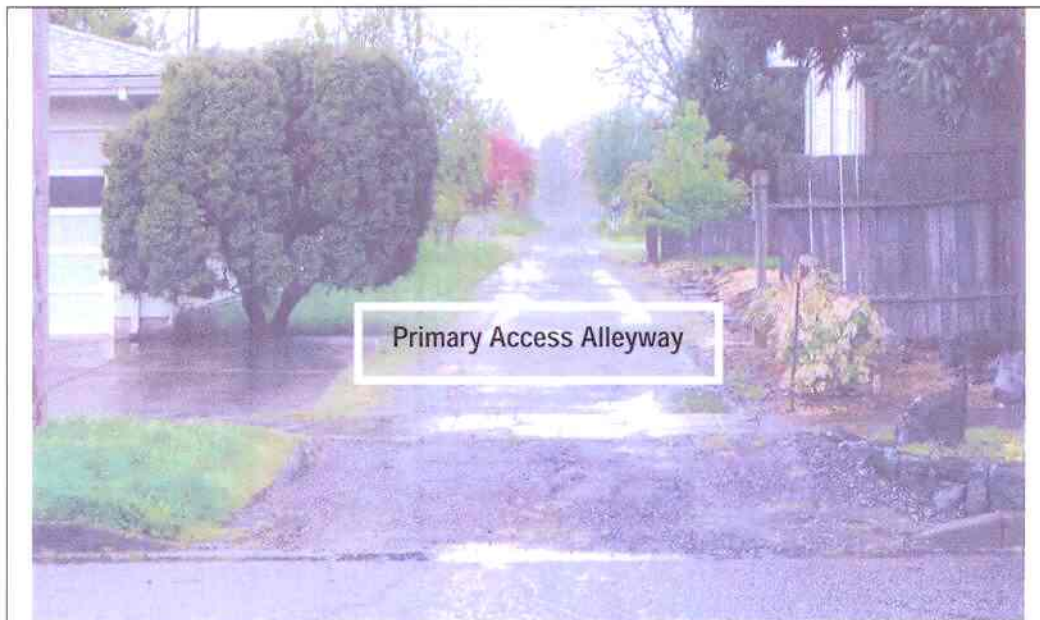
The distance between both ends of the alley (at S. College and at S. Meridian Streets) measures just over 500 feet. One of the conditions of approval requires HFH to move the house south so that there would be room for 90 degree parking off the alley instead of parallel parking as shown on the HFH development plan.

Most alleys in the City are 12 feet wide, typically in the older part of downtown and south of downtown and they allow two way traffic. Alleyway usually functions as a secondary or an additional access to a property. There are merits in designating a one way access in this case due to its distance and fire needs. However, a one way designation may pose an inconvenience for owners at or near either end of the alley. Further discussions among stakeholders may be necessary. Please contact staff for any questions or comments. Thank you.



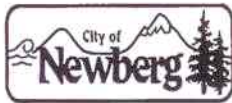
*The City of Newberg serves its citizens, promotes safety, and maintains a healthy community*  
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TSC-11-024\_E9th\_Alley Access to #803



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## ***ORDER No. 2011-0031***

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**AN ORDER DENYING THE APPEAL AND AFFIRMING THE PLANNING COMMISSION'S DECISION TO APPROVE A TWO PARCEL PRELIMINARY PARTITION PLAT, A VARIANCE TO ALLOW THE NORTH PARCEL TO USE THE ALLEY FOR REQUIRED EMERGENCY AND SITE ACCESS, AND A TYPE I SITE DESIGN REVIEW FOR A NEW SINGLE FAMILY HOME AND ON-SITE PARKING AT 803 E. NINTH STREET, TAX LOT 3219DA-2700**

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### **RECITALS:**

1. Newberg Area Habitat for Humanity filed an application for a partition, variance, and design review to allow them to split a lot located at 803 E. Ninth Street, build a new house on the north parcel, and use the alley for primary access to the new house.
2. On April 6, 2011, the Planning Director approved the application with conditions.
3. On April 20, 2011, a neighboring property owner filed an appeal of the Planning Director's decision.
4. On May 12, 2011, the Newberg Planning Commission held a hearing to consider the appeal. The Planning Commission found the proposal meets the Development Code criteria for a partition, variance, and site design review. They approved Planning Commission Resolution 2011-290 with findings and conditions of approval. The Planning Commission's findings and conditions are shown in Exhibit "A" of this order.
5. On May 26, 2011, a neighboring property owner filed an appeal of the Planning Commission's decision.
6. On June 20, 2011, the Newberg City Council held a record hearing to consider the appeal. The Council found the proposal meets the Development Code criteria for a partition, variance, and site design review. Findings and conditions of approval are shown in Exhibit "A", and the preliminary partition plat is shown in Exhibit "B", which are hereby attached and by this reference incorporated.

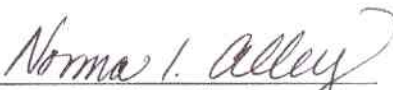
### **THE CITY OF NEWBERG ORDERS AS FOLLOWS:**

1. The appeal is denied and the Planning Commission's decision is affirmed to approve a two-parcel preliminary partition plat, a variance to allow the north parcel to use the alley for required emergency and site access, and type I site design review for a new single family home. The approval is subject to the conditions shown in Exhibit "A".

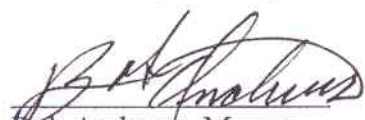
2. The denial of the appeal and affirmation of the Planning Commission's decision is based on the staff report, Planning Commission findings shown in Exhibit "A", public testimony, other evidence in the record of the Planning Commission hearing, and additional written arguments received by the Council.

➤ **EFFECTIVE DATE** of this order is the day after the adoption date, which is: June 21, 2011.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 20th day of June, 2011.

  
Norma I. Alley, City Recorder

**ATTEST** by the Mayor this 23rd day of June, 2011.

  
Bob Andrews, Mayor

#### **QUASI-JUDICIAL HISTORY**

By and through the Planning Commission at the 5/12/ 2011 meeting.  
Also, the Planning Director on 4/6/2011.

**EXHIBIT A: FINDINGS AND CONDITIONS OF APPROVAL**  
**ORDER 2011-0031**

File: PAR-11-001 & VAR-11-001

**I. Applicable Partition Criteria - Newberg Development Code § 151.241.2:**

**Note: The applicant is requesting approval for a two parcel partition.**

(A) *Approval does not impede the future best use of the remainder of the property under the same ownership or adversely affect the safe and healthful development of such remainder or adjoining land or access thereto.*

**Finding:** Approval of the partition does not adversely affect future development of adjoining property. Potential future development of adjacent properties will benefit from the improvements that will be constructed as part of the conditions of approval.

(B) *The partition complies with this Code and implementing ordinances and resolutions.*

**NDC §151.567 Lot Dimensions and Frontage**

- 1) *Width. Width of lots shall conform to the standards of this Code.*
- 2) *Depth. Each lot and parcel shall have an average depth between the front and rear lines of not more than 2 ½ times the average width between the side lines. Depths of lots shall conform to the standards of this Code.*
- 3) *Area. Lot sizes shall conform to standards set forth in this Code. Lot area calculations shall not include area contained in public or private streets as defined by this Code.*
- 4) *Frontage.*
  - a) *No lot or development site shall have less than the following lot frontage standards:*
  - b) *Each lot or development site shall have either frontage on a public street for a distance of at least 25 feet or have access to a public street through an easement that is at least 25 feet wide. No new private streets, as defined in § 151.003, shall be created to provide frontage or access.*
  - c) *Each lot in an R-1, R-2, R-3 or RP zone shall have a minimum width of 50 feet at the front building line.*

**Finding:** The proposal meets the dimensional standards of the NDC. Each parcel is 50 feet wide. The average depth to width ratio is less than 2:1. Each parcel exceeds 3,000 square feet – the minimum parcel size required in the R-2 zone. The proposal conditionally meets the frontage standards of the NDC. The proposed north parcel does not have frontage or access to a public street through an easement. The applicant is requesting a variance to this standard. The findings for the variance request are shown in section three of the findings.

**NDC § 151.565: Lot Area; Lot Area Per Dwelling Unit**

- 1) *In the following districts, each lot or development site shall have an area as shown below except as otherwise permitted by this code. In the R-2, R-3, RP, C-1, C-2, and C-3 Districts, each lot or development site shall have a minimum of 3,000 square feet or as may be established by a sub-district.*
- 2) *Lot or development site area per dwelling unit. In the R-2 and R-P Districts, there shall be a minimum of 3,000 square feet of lot or development site area per dwelling unit.*

**Finding:** Each proposed parcel exceeds 3,000 square feet. One single family detached dwelling is proposed on each parcel. Each parcel exceeds a minimum 3,000 square feet per dwelling.

***NDC § 151.718: Water Supply***

*All lots and parcels within subdivisions and partitions shall be served by the water system of the City of Newberg.*

***NDC § 151.719: Sewage***

*All lots and parcels within subdivisions and partitions shall, where practicable, as determined by the Director, in accordance with the provisions of this Code, be served by the sewage system of the City.*

***NDC § 151.720: Land Surface Drainage***

*Such grading shall be done and such drainage facilities shall be constructed by the land divider as are adequate for the purpose of proper drainage of the partition or subdivision, of areas affected thereby, and for the preservation of healthful and convenient surroundings and conditions for residents of the subdivision or partition, and for the general public, in accordance with specifications adopted by the City Council under § 151.717.*

***NDC § 151.721: Streets and Alleys***

*The land divider shall grade and pave all streets and alleys in the subdivision or partition to the width specified in § 151.686, and provide for drainage of all such streets and alleys, construct curbs and gutters within the subdivision or partition in accordance with specifications adopted by the City Council under § 151.717. Such improvements shall be constructed to specifications of the City under the supervision and direction of the Director. It shall be the responsibility of the land divider to provide street signs.*

***NDC § 151.722: Existing Streets***

*A subdivision or partition abutting or adjacent to an existing road of inadequate width, shall dedicate additional right-of-way to and improve the street to the width specified in § 151.686.*

***NDC § 151.723: Sidewalks***

*Sidewalks shall be located and constructed in accordance with the provisions of § 151.717.*

***NDC § 151.725: Street Trees***

*Street trees shall be provided adjacent to all public rights-of-way abutting or within a subdivision or partition. Street trees shall be installed in accordance with the provisions of § 151.580(B)(4).*

**Finding:** Sufficient public water and waste water infrastructure capacity exists in Ninth Street to serve the site. As a condition of approval the proposed dwelling on the north parcel is required to extend a lateral connection directly to the Ninth Street waste water mainline across the south parcel, which requires a private utility easement. At the discretion of the Public Works Director an alternate

method may be approved. Specific details about the required lateral connection is shown in Exhibit "B". One street tree is located on the Ninth Street frontage – no additional street trees are required. The existing curb, gutter, and sidewalk along the Ninth Street frontage are in good condition and do not need to be replaced as part of this application. The Fire Code requires hydrants located within a certain distance of residential development. As a condition of approval the location of all hydrants on the block shall be shown on a revised site plan. Additional hydrants may be required, at the discretion of the Fire Marshal. At the discretion of the Fire Marshal the installation of fire sprinklers in the proposed house may be an acceptable alternative to an additional hydrant. The existing alley right of way width is 12 feet adjacent to the development site. The Fire Code requires a 20 foot wide clear area for access purposes, except as allowed by the Fire Marshal. The proposed development site's share is 4 feet of additional right of way, which would make the alley right of way 16 feet wide adjacent to the site. As a condition of approval approximately four feet of right of way shall be dedicated. The existing alley is gravel. Per the Fire Code a 20 foot clear area is required. As a condition of approval the entire length of the alley is required to be improved between College Street and Meridian Street, and signed no parking. As a condition of approval all trees, shrubs, fencing, and any other structures between the development site and College Street are required to be removed from the 20 foot horizontal clear area, and the 13.5 foot vertical clear area. The design of the 20 foot horizontal clear area shall be approved by the Fire Marshal. Specific construction details regarding the required improvements are shown in Exhibit "B" conditions of approval.

(C) *Either,*

- 1) *Improvements required to be completed as part of the partition will be completed prior to final plat approval; or*
- 2) *The partitioner will substantially complete, as defined by City policies, required improvements prior to final plat approval, and enter into a performance agreement to complete the remaining improvements. The performance agreement shall include security in a form acceptable to the City in sufficient amount to insure completion of all required improvements; or*
- 3) *A local improvement district shall have been formed to complete the required improvements; or*
- 4) *The required improvements are contained in a City or other government agency Capital Improvement Project that is budgeted and scheduled for construction.*

**Finding:** The required improvements will be completed in accordance with City policies prior to final plat approval.

## **II. Applicable Type I Site Design Review Criteria - Newberg Development Code § 151.194:**

**Note:** The applicant is requesting Type I Site Design review approval for the remodel of an existing single family home, development of one new single family detached dwelling, and on-site parking.

(A) *Type I. The following criteria are required to be met in order to approve a Type I design review request:*

- 1) *Parking. Parking areas shall meet the requirements of § 151.610.*
- 2) *Setbacks and general requirements. The proposal shall comply with §§ 151.535 et seq. dealing with height restrictions and public access; and §§ 151.550 et seq. dealing with setbacks, coverage, vision clearance, and yard requirements.*
- 3) *Landscaping requirements. The proposal shall comply with § 151.580 dealing with landscape requirements and landscape screening.*

- 4) *Signs. Signs shall comply with §§ 151.590 et seq. dealing with signs. Zoning district compliance. The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in §§ 151.280 through 151.438 of this code.*

**Finding:** The dwellings for both parcels meet the minimum setback requirements of the R-2 zone. The proposed remodel of the existing home on the south parcel shows a 20 foot front yard setback, and 8 foot, 5 foot, and 5 foot setbacks for the interior yards. All yards on the north parcel are interior yards. The proposed house on the north parcel shows all setbacks exceeding the minimum 5 feet required. No signs are proposed. Each parcel has less than 40% maximum lot coverage. The proposal shows two single family detached homes on separate parcels, which are permitted outright in the R-2 district. The proposed parking on the south parcel meets the Development Code requirements. The parking plan for the south parcel shows that the existing driveway will be widened to 18 feet to accommodate two vehicles. The parking plan on the north parcel shows two parallel parking stalls, without right of way dedication. With the required right of way dedication the proposed parking stall design does not meet the Development Code standards. Furthermore, the proposed parallel design would make entering and exiting the site difficult and would likely result in vehicles parking in the alley. Because the north parcel is not adjacent to available on-street parking one additional off-street parking stall is required as part of the variance. As a condition of approval the site plan for the north parcel shall be revised to show three 90 degree parking stalls. This will require that the proposed location for the dwelling be moved to the south to accommodate the stalls.

### III. Applicable Variance Criteria - Newberg Development Code § 151.163

**Note:** The applicant is requesting a variance to the Development Code standard that requires each parcel or development site to have either frontage on a public street for a distance of at least 25 feet or have access to a public street through an easement that is at least 25 feet wide.

*The Type II procedure shall be used to process a variance request. The hearing body shall grant the variance if the following criteria are satisfied:*

- (A) *That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this code.*

**Finding:** The purpose of the frontage and access requirement is to ensure standard vehicle and emergency vehicle access to developed sites. The proposed development site has 50 feet of frontage on two public right of ways – the alley to the north and Ninth Street to the south. The City of Newberg Fire Marshal finds that with conditions, the proposed development does not compromise the safety of the new dwelling or properties that abut the alley. With conditions the proposed development will improve emergency access for all the homes that abut the alley by improving the alley surface, by ensuring that there is a 20 foot clear area for emergency vehicles, and by posting no parking signs along the alley. Currently the Development Code allows two detached single family dwellings on one parcel, with no additional frontage requirements for the second dwelling. The strict interpretation of the Development Code would be inconsistent with the objective of the code to permit two single family dwellings on a parcel in the R-2 zone. Under the current Development Code, if a second dwelling was proposed on the existing site the alley would remain unpaved, continue to be narrow, and would not have “no parking” signs.

- (B) *That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zoning district.*

**Finding:** There are exceptional conditions applicable to the property. The existing home occupies most of the width of the parcel, thereby restricting access to the north portion of the site. If access was not restricted by previous development, it may have been possible to access the north parcel via an access easement. It is unreasonable to demolish a portion of the existing dwelling to create a new access when a safe alternative exists. The proposed development site is in the R-2 zone. The R-2 zone allows for a minimum parcel size of 3,000 square feet. The site is approximately 7,200 square feet, about 2 and ½ times the minimum required parcel size. This site was not originally developed to R-2 density, as the comprehensive plan and zoning map intended. Other parcels in the R-2 zone have excess parcel area, but not all parcels in the zone have excess parcel area. Today it is common for partitions to be developed closely to the minimum parcel size, making this parcel atypical for the R-2 zone.

- (C) *That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district.*

**Finding:** Strict enforcement of the regulation would deprive the applicant of privileges enjoyed by other property owners. Taking into consideration Fire Marshal approval there are several sites in the R-2 district and sites that abut the existing alley that could be partitioned and use the alley for access. Alleys, as defined in the Newberg Development Code, are intended to provide secondary access to sites that abut a public street. The term secondary as used here means “in addition to”, not “substandard” or “less than adequate”. All alleys are required to be designed in a manner to allow for emergency vehicle access. All developed property in the R-2 district that abuts an alley is allowed to use the abutting alley for access. Homeowners are not precluded from using an existing alley more frequently than the street-side access. In Newberg many residential parcels in the R-2 district that abut an alley have vehicle parking areas that are accessed by an alley. The proposed development site has an existing garage off the alley, in addition to off street parking that uses Ninth Street access. With the proposed new dwelling, the occupants of the existing home will no longer be able to use the alley to access the garage parking. Occupants of the existing home will now use parking that is located on the south parcel, where before the partition they were allowed to use the alley to access the site. Therefore the amount of future traffic accessing the site will be about the same that was allowed prior to the partition.

- (D) *That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district.*

**Finding:** The granting of the variance will not be inconsistent with the limitations for other properties. All parcels in the R-2 that abut an alley and have access to a public street are allowed to use the abutting alley for site access. Other properties in the R-2 district with parcels exceeding 6,000 square feet, and abut an alley, are allowed two single family homes on one site. Establishing two parcels, where there once was one, does not create any functional difference as compared to a single parcel with two single family homes.

- (E) *That the granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity.*

**Finding:** The granting of a variance will not be materially injurious to properties in the vicinity. The existing structure was dilapidated, apparently used for many years as an illegal and unsafe dwelling, and considered by some of the neighbors as an “eyesore”. The proposal shows demolition of the existing illegal dwelling, construction of a new single family dwelling and improved parking area, and remodel of the existing single family home located on the proposed south parcel. The granting of the variance will improve safety by improving the alley surface, by ensuring that there is a 20 foot clear area for emergency vehicles, and by posting no parking signs along the alley.

## CONDITIONS OF APPROVAL

### ORDER 2011-0031

File: PAR-11-001 & VAR-11-001

1. **The applicant must provide the following information for review and approval prior to construction of any improvements:**
  - a. **Revised Preliminary Partition Plat:** Provide a revised preliminary plat that shows the following:
    - i. Dedication of approximately 4 feet of right of way along the alley.
  - b. **Public Improvements Development Permit with Engineered Construction Drawings.** Submit engineered construction drawings for review and approval. The construction drawings should show a revised right of way and utility plan including:
    - i. A total alley right of way width of 16 feet abutting the site.
    - ii. The alley with a minimum 20 foot wide (16 foot wide adjacent to the parcel) horizontal drivable surface and with a 13.5 foot vertical clear area. The 20 foot wide clear area shall be designed in a manner to accommodate emergency vehicles. The design shall be approved by the Fire Marshal. **Note:** This condition applies only to the portion of the alley right-of-way between College Street and the western most point of the parcel.
    - iii. A minimum 12 foot wide paved alley extending from College Street to Meridian Street. The asphalt shall be a minimum of 3 inches thick.
    - iv. A concrete approach and 5 foot wide concrete sidewalk at the College Street end of the alley. The approach shall have low curb openings and be a minimum of 12 feet wide. At the discretion of the Public Works Director an approach may be required on the Meridian Street end of the alley if the on-site parking is modified from the required 90 degree design.
    - v. All surface waters originating on the improved portion of the alley directed to the public storm water system.
    - vi. The location of alley "street" signs. The alley shall be named 8 ½ Alley. The signs shall be located at each end of the alley.
    - vii. The location of "Fire Lane – No Parking" signs along the entire length of the alley between Meridian Street and College Street.
    - viii. The location of all existing fire hydrants on the block. Note: additional hydrants may be required. Fire sprinklers may be an acceptable alternative to an additional fire hydrant, at the discretion of the Fire Marshal.
    - ix. The location of a new waste water lateral that taps into the existing manhole in Ninth Street using an inside drop. A 4 inch clean out is required to be installed at the right of way. At the discretion of the Public Works Director an alternate method may be approved.
    - x. A grind out of 2 inches of existing asphaltic concrete road surface on Ninth Street for 20 feet curb to curb on each side of the common waste water and water trench. Show an inlay with a slip form paver 2 inch class "C" A. C. At the discretion of the Public Works Director an alternate method may be approved.
    - xi. A common trench for new water and waste water service.
    - xii. The required water meter size.
  - c. **Revised Site Plan:** Provide a revised site plan shows:
    - i. Three 90 degree paved parking stalls on the north parcel. This will require relocation of the proposed house.

2. **The applicant must complete the following prior to final plat approval.**
  - a. **Maintenance Agreement:** Please submit a 2-year maintenance warranty bond for all public right of way improvements.
  - b. **Substantially Complete Conditions of Approval:** Prior to final plat approval, complete all required conditions of approval for this application – this includes all improvements shown on the revised plans required in section “1” above.
3. **Final Plat Application: In accordance with NDC § 151.250, submit the following for City review of the final plat application. Construction improvements should be substantially complete at this point.**
  - a. **Application Materials:**
    - i. Type I application form (found either at City Hall or on the website – [www.ci.newberg.or.us](http://www.ci.newberg.or.us) in the Planning Forms section) with the appropriate fees.
    - ii. A current title report for the property. “Current”, as defined here, is a report issued within 6 months prior to the application date. Include copies of all existing easements and CC&Rs that pertain to the property.
    - iii. A written response to these Conditions of Approval that specifies how each condition has been met.
    - iv. Two blue-line copies of the final partition plat for preliminary review by the City Engineering Division. The City Surveyor will make red-line comments on these sheets for your surveyor/engineer to correct prior to printing final Mylar copies.
    - v. Any other documents required for review.
  - b. **Dedications/Easements Required:** The plat must show the following:
    - i. Dedication of approximately 4 feet of right away along the entire length of the north parcel line.
    - ii. Private utility easement for the house on the north parcel to access Ninth Street.
  - c. **Final Mylar Copies of the Partition Plat:** Submit final Mylar copies of the corrected final partition plat (after red-line corrections have been made). Three sets (one original and two copies), 18 inches by 24 inches in size, of the final partition plan drawn in black India ink in clear and legible form. Original plats shall be in substantial conformity to the approved tentative plan and shall conform to the Yamhill County Surveyor’s specifications and requirements pertaining to material that has the characteristics of adequate strength and permanency, as well as suitability for binding and copying. Plats shall be in clear and legible form and may be placed on as many sheets as necessary, but a face sheet and an index page shall be included for all plats placed upon three or more sheets. Scale requirements shall be the same as specified for the tentative plans.
4. **The final plat process must be completed prior to issuance of any building permits. The City will review the final plat application after the applicant has completed all of the conditions of approval listed above.**
  - a. **City Review:** In accordance with NDC §§ 151.250.2 and 151.251, Planning staff shall determine that:
    - i. Streets, roads, and alleys for public use are dedicated without any reservation or restriction other than reversionary rights upon vacation of any such street or road and easements for public utilities.
    - ii. The proposal complies with this code.
    - iii. The plat is in substantial conformity with the provisions of the tentative plan for the partition, as approved.

- iv. The plat contains a donation to the public of all common improvements, including but not limited to streets, roads, parks, sewage disposal and water supply systems.
- v. Explanations of all common improvements required as conditions of approval of the tentative plan of the partition have been accounted for and referenced on the plat.
- vi. There will be an adequate quantity and quality of water and an adequate sewage disposal system to support the proposed use of the land described in the plat.
- vii. Either:
  - a) Improvements as required by this code or as a condition of tentative plan approval have been filed with the Director; or
  - b) A performance agreement (bond) or suitable substitute as agreed upon by the city and applicant has been filed with the Director in sufficient amount to insure the completion of all required improvements; or
  - c) A petition for improvements has been properly executed by the applicant who is effecting the subdivision and will be assessed for said improvements.
- viii. Taxes, as well as public liens, assessments and fees, with respect to the subdivision area have been paid, or adequate guarantee has been provided assuring said taxes, liens, assessments and fees will be paid prior to recordation.
- ix. The partitioner has entered into agreement with the city relating to completion of improvements, payment of sewer and water hookup fees, inspection fees, public lands payments, monumentation or any other elements deemed relevant to the purpose of this or any other city ordinance, state statute or federal law.
- x. If the conditions set at the time of tentative land division approval are not fulfilled and the final plat or final map is not recorded by the tentative plan expiration date, the tentative land division approval is null and void.

**b. Required Signatures:** According to NDC § 151.251, approval of a final partition plat must be acknowledged and signed by the following:

- i. The Director
- ii. City Recorder
- iii. The County Assessor
- iv. The County Surveyor

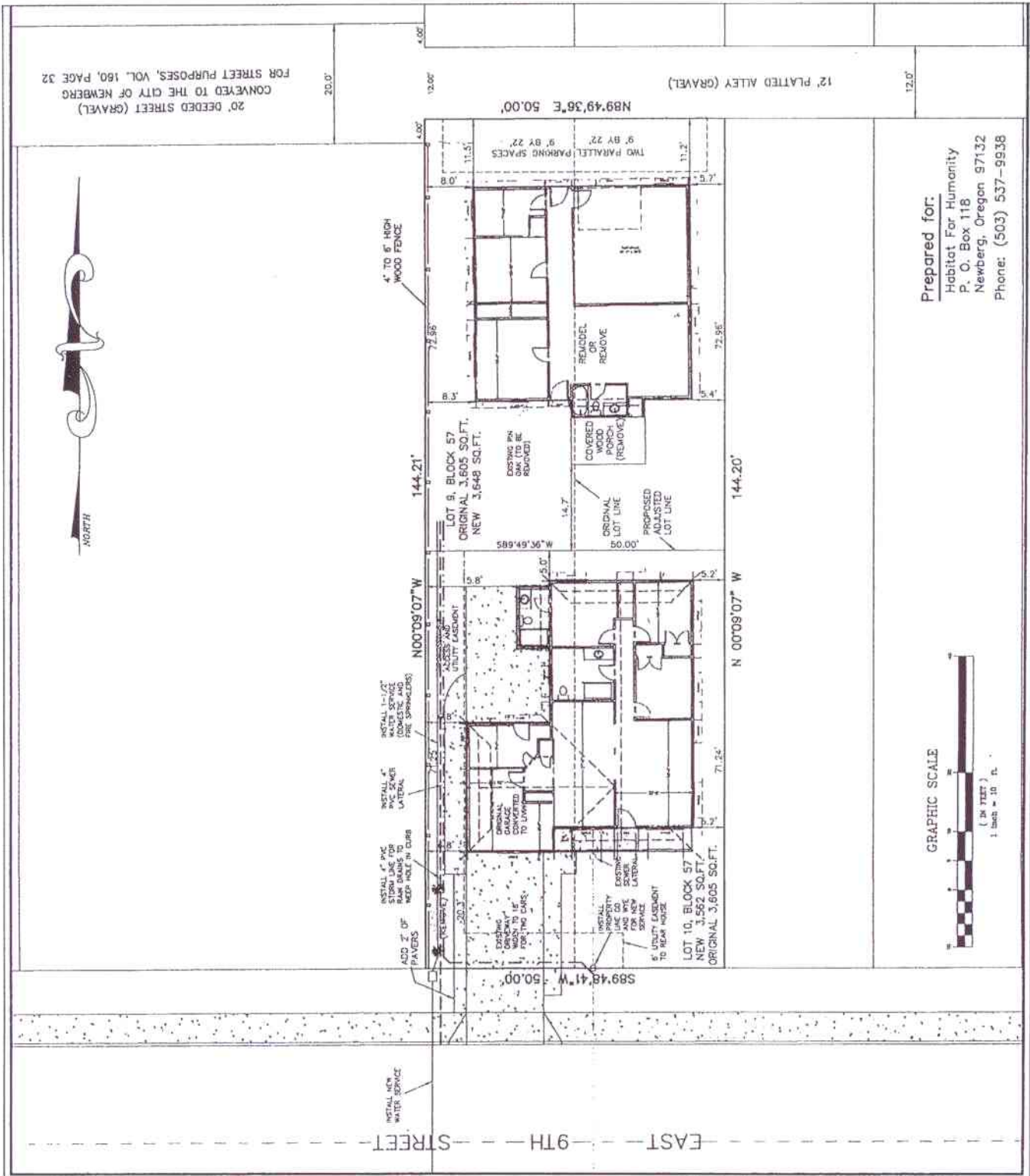
**c. Recording:** Deliver the approved partition plat to the office of the County Clerk for recording. The County Clerk's office is located at 414 NE Evans St, McMinnville, OR 97128.

**d. Completion:** Return an exact copy of the recorded plat to the Director to complete the partition process.

**e. Development Notes:**

- i. The Planning Division will assign addresses for the partition. Planning Division staff will send out notice of the new addresses after they receive a recorded Mylar copy of the final partition plat.
- ii. A demolition permit is required for the existing structure.
- iii. Fire sprinklers required for the new home if no fire hydrant is installed.

**EXHIBIT "B" TO ORDER 2011-0031  
PRELIMINARY PARTITION PLAT**



TSC-11-025 Foothills at N. College  
Parking Issue & Yellow Curb Request

Cody Cardner  
City of Newberg  
Po Box 970  
Newberg Ore 97132



Dear Cody,  
Traveling North from town, on College St.  
and making a left turn to Foothills is  
becoming a big problem.

First Foothills from College to Chelton Dr,  
is a much used double yellow center-line  
road.

When you turn left and no car is parked in  
front of 603 Foothills, it is ok, but try  
it with a parked car, and one on Foothills  
stopped at the stop sign, to go on College.

There is a very busy time. We would like to  
see a yellow curb on both sides of Foothills  
to stop the problem, and possibly a sign.

This will prevent an accident, or accidents.

Sincerely

Phil Burnett

503.537-5551



## 2011 - 2012 BUILDING SAFER COMMUNITIES MINI-GRANT PROGRAM

### APPLICATION GUIDELINES

#### ABOUT THE PROGRAM

The Building Safer Communities Mini-Grant program provides funding to promote traffic safety in Oregon. Funding is available statewide through a grant to ACTS Oregon from the Oregon Department of Transportation's (ODOT) Transportation Safety Division. Please be aware that **this is a reimbursement-based grant**. This means that funds initially come from your agency/organization's resources and are reimbursed based on the claims and source documents submitted with reports.

#### HOW MUCH CAN WE APPLY FOR?

Applicants may apply for projects from \$1,000.00 to \$5,000.00

#### WHO CAN APPLY?

Funding is available to public entities and non-profit 501(c)(3) organizations. You are encouraged to seek local support through Traffic Safety Committees/Commissions, Neighborhood Associations, or Safe Communities. Information on local traffic safety committee/commissions is available from ACTS Oregon. Partnering with an umbrella organization or a partner who fits these requirements is an option as well.

#### PROJECT RESTRICTIONS

- All funded projects must adhere to ODOT's federal financial and project guidelines and reporting schedules
- Proposals can come from agencies funded in the past, but projects must be new (funding requests for past projects will not be considered)
- Funding is not intended to sustain programs beyond the grant year
- Projects that currently receive ODOT funding for the work to be done will not be permitted
- Projects must include significant educational component
- Projects must demonstrate an ability to fulfill reporting requirements

#### TIMELINE

September 9, 2011

Applications must be received by 5:00 PM (postmarks accepted)

November 2011

Notification of grant awards

#### FUNDING, DOCUMENTATION, AND EQUIPMENT PURCHASE RESTRICTIONS

All projects must be completed by September 30, 2012. A Final Project report including records, receipts, and invoices must be submitted to ACTS Oregon by October 12, 2012.

Because the grant is funded from a federal source, there are a number of requirements that must be followed:

- Detailed records of the project must be maintained (e.g., employee timesheets) and copies of receipts and invoices provided to ACTS Oregon.
- Claims and reports must be submitted using official formats and include original signatures. Scanned or emailed copies for claims will not be accepted.
- Any promotional materials (print, radio or TV) developed must acknowledge funding provided by ODOT - Transportation Safety Division.

Please note that grant funds cannot be used to purchase the following items:

- Vehicles
- Lobbying
- Furniture or office structures
- Video equipment
- Traffic signs
- No paid media such as commercial advertising space or time



## 2011 - 2012 BUILDING SAFER COMMUNITIES MINI-GRANT PROGRAM

- Mechanical pedestrians and similar safety equipment
- Repair or upgrade of existing equipment
- Supplanting - paying to free up an employee already conducting safety work
- Cash prizes or vouchers redeemable for cash
- Handheld “pedestrian crossing flags” or associated hardware.

### CLAIMS AND REPORTING PROCEDURES

Grantees must sign an agreement that they will comply with financial and project guidelines and will adhere to reporting schedules. Claims and reports are to be submitted in a standard form, which will be provided to the grantee. Claims and reports are to be delivered to ACTS Oregon by the deadline. Reimbursements for expenses will be made within 30 days following receipt of claims.

Claims and reports must be received by the following dates:

Progress Report and 1<sup>st</sup> Claim report due June 29, 2012 by 5pm

Final Project and Claim report due October 12, 2012 by 5pm

### WHAT IS ALLOWED

Use of funds must have a direct connection to helping promote traffic safety. We encourage projects that can continue over time once the funding runs out, and are new and different for your community. We like programs that enjoy buy-in from participants, and formation of new or utilization of existing partnerships. Eligible grant expenses include: office supplies, new part-time or overtime staff, specific training, creating public service announcements and specific project costs including small equipment purchase consistent with grant objectives.

The following are popular project ideas:

- Increase awareness of the dangers associated with riding motorcycles and promotion of training
- Targeting teen girls to increase their awareness of being part of an at risk driver group
- Increase involvement of youth in promoting traffic safety through membership on traffic safety committees/commissions, activities with local law enforcement, or other projects.
- Promote pedestrian, school zone laws, and/or safe crossing practices through the use of equipment, enforcement and media.
- Promote compliance with speed laws and educate citizens through the use of a display board and radar operated by trained citizens and officers.
- Conduct safety audits using surveys, community meetings and data to identify local traffic safety problems and develop community-specific projects.
- Increase awareness of Teen Safe Driving – focusing on the dangers of texting and cell phone use
- Promote driver safety for older drivers – focusing on changes in reaction time, how medications can affect driving, etc
- Encourage safety on mass transit – safe behaviors at transit centers and bus stops
- Educational efforts to impact the issues of driving under the influence
- Educational efforts regarding Oregon laws such as “Move Over” or “Pull to the right for Sirens”

### APPLICATION MATERIALS

Please submit one copy of the application **and** attach support letters from other agencies involved in the project.

***Application deadline is September 9, 2011 (postmarks accepted)***

### MORE INFORMATION

For more information or help developing your proposal, please contact Charity Sturgeon, Community Traffic Safety Program Coordinator, [charitys@actsoregon.org](mailto:charitys@actsoregon.org) or 503-643-5620



# 2011 - 2012

## BUILDING SAFER COMMUNITIES MINI-GRANT PROGRAM

### APPLICATION FOR FUNDING

Proposed Project Name: \_\_\_\_\_

Grant Funds Requested: \_\_\_\_\_ Matching Funds: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Director\*: \_\_\_\_\_ Title: \_\_\_\_\_

Agency 501c3 (Y/N) \_\_\_\_\_ Federal ID Number: \_\_\_\_\_

**\* Project Directors must have agency authority to sign contracts to receive funds.**

E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person Responsible For Grant Activities: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

### ABOUT THE PROJECT:

Please attach separate page with responses.

1. Provide a project description.
2. Describe what traffic safety need the project will address and how will it help prevent traffic crashes, injuries or death, include available crash statistics or appropriate data.
3. Explain activities planned to educate residents of your community about this traffic safety issue or concern.
4. Explain how this project is innovative for your community.
5. Does this project partner with a local Traffic Safety Committee/Commission (TSC)?
  - a. If so how does it support the goals and objectives of the TSC?
  - b. If not would this project present an opportunity to form a TSC?
6. List community partners and describe their contribution to this project. Letter(s) of support are encouraged and should be included with application.
7. List types of data or information that will be collected to illustrate grant activities and accomplishments, i.e. number of events held, projections of attendance at events, number of children receiving helmets.



## 2011 - 2012

### BUILDING SAFER COMMUNITIES MINI-GRANT PROGRAM

#### Budget

1) List project expenses to be paid for with the mini-grant and local matching funds that will be raised.

Mini-Grant Funds		Local Matching Funds*	
Personnel*	_____	Volunteers****	_____
Equipment**	_____	In-kind Staff	_____
Supplies***	_____	Equipment	_____
Printing	_____	Supplies	_____
Other: _____	_____	Other: _____	_____
<b>TOTAL</b>	<b>\$ _____</b>	<b>TOTAL</b>	<b>\$ _____</b>

\*Must be new or overtime

\*\* items that will continue to be used after the end of the grant ie. bike rodeo signs, cones, tables

\*\*\* items that will be used or distributed during the grant ie. bike helmets, pens, awards

\*\*\*\* Value volunteer hours at \$25.00. If your agency or organization uses a different value, please indicate the value.

#### 2) Mini-Grant Funds:

Itemize the budget, describing in more detail - Personnel, Equipment and Supplies. For example: number of hours/rate of pay, price per helmet, list of prizes...etc.

Matching Funds: Describe sources of other support both financial and in-kind:

Please submit one copy of the application to:

ACTS Oregon 8059 SW Cirrus Dr. Beaverton, OR 97008

QUESTIONS: E-mail Charity Sturgeon [charity@actsoregon.org](mailto:charity@actsoregon.org).

If you do not have access to e-mail, please call Charity at 503- 643-5620; 1-800-772-1315; Fax: 503-643-5680